UNITED STATES COURT OF INTERNATIONAL TRADE
Office of the Clerk
One Federal Plaza
New York, New York 10278-0001

VACANCY ANNOUNCEMENT

POSITION: **AUTOMATION SPECIALIST**

OPENING DATE: **September 26, 2003**

CLOSING DATE: **Open Until Filled**

SALARY RANGE: **CL-27/1 - CL-27/61 ($40,143 - $65,308) /**
                   CL-28/1 - CL-28/61 ($48,120 - $78,262)

LOCATION: **New York City**

POSITION SUMMARY:

The United States Court of International Trade is accepting applications for the position of Automation Specialist. The candidate must possess Unix administration skills (preferably Sun Solaris) and a variety of technical skills to perform in a multi-tasking environment. The Automation Specialist has first line responsibility for providing technical and end-user support for PC-based systems in a help desk environment, and for providing programming and database management support to enhance and maintain local and nationally developed systems (most notably, Case Management/Electronic Case Files – CM/ECF). Further, the position is responsible for supporting the Court's LAN/WAN environment (Cisco/Category 6 infrastructure).

The Automation Specialist must have the demonstrated ability to interact with technical and non-technical system users in a professional and supportive manner. The Automation Specialist is a member of information systems unit of the Clerk's Office and reports directly to the Systems Manager. The incumbent will be part of a dynamic, professional and technically skilled team of six supporting approximately 100 users.

<u>**REPRESENTATIVE DUTIES:**</u>

Monitors and supports CM/ECF systems (Solaris/Informix/Perl) and various other operating systems (Windows 2000 Desktop/Server, Netware 6 and Linux).

Develops, maintains and enhances local and national applications, using existing Court software/databases and other commercial off-the-shelf software products.

Adheres to and ensures adequate and consistent security protocols are followed in accordance with Judiciary and accepted industry standards.

Advises Court managers and chambers on how to meet needs for sorting, recording and retrieving information.

Installs or assists in the installation of new or revised releases of national, local and commercial systems and applications.

Reviews, analyzes and recommends information technology improvements to existing Court unit processes, then designs and develops automated solutions.

Participates as a member of the Court's Help Desk; answers users questions, traces and identifies sources of processing failures and procedural errors, and provides technical advice.

Installs and maintains automation software and applications at the system and desktop level.

Provides analysis and advice regarding the local area network (LAN) and the Court's wide area network (WAN) connection to the DCN Network. LAN duties include managing file server backups, monitoring performance and utilization, as well as implementing and managing user accounts on a variety of systems.

<u>**QUALIFICATIONS:**</u>

To qualify for the position of Automation Specialist, a person must have the following experience: three years of specialized experience (including one year equivalent to work at the next lower level) that is applicable to the duties described above.

<u>Specialized Experience</u>:

1. Progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments which involved systems analysis, design, programming, implementation, integration and management;
2. Knowledge of a programming language(s), (HTML, PERL, Java and/ or C++);
3. Knowledge of Informix or other SQL database, and Access or equivalent, Windows 2000 clients; Novell 6, BorderManager and Zenworks;
4. Knowledge of UNIX (Solaris preferably), TCP/IP and Ethernet.
5. Knowledge of Crystal Reports 9, CM/ECF, Lotus Notes R6, Windows 2000 Server/Desktop/IIS; and,
6. Understanding of operational processes in a Court environment is highly desirable.

<u>General Requirements</u>:

- Ability to analyze problems and design solutions;
- Ability to interact with system users in a positive, professional and supportive manner;
- Ability to be responsible, reliable and organized;
- Proficiency in communicating effectively with others, both orally and in writing;
- Expertise in exercising good judgement;
- Capacity to employ the knowledge, skills and abilities in the resolution of problems;
- Capability of adapting to a changing environment; and,
- Ability to take initiative and learn new programs quickly.

<u>Education</u>:

A bachelors degree in Computer Science or related field is desired.

SALARY AND BENEFITS:

The actual pay level will be established on the basis of the successful applicant's qualifications and experience. The position does not carry the tenure rights of positions in the competitive Civil Service. Generous federal government benefits (e.g., leave, holidays, life and health insurance, flexible benefits accounts, retirement benefits and thrift savings [401K]) are available. The position also is subject to mandatory Electronic Funds Transfer participation of pay.

MISCELLANEOUS:

- The successful candidate for the position is subject to the FBI National Name Check Program records check.
- The official working hours for the Clerk's Office are from 8:30 a.m. to 5:00 p.m. Some flextime may be available.
- The United States Court of International Trade is an Equal Opportunity Employer and has adopted an Employment Dispute Resolution Plan.

APPLICATION PROCEDURE:

In a cover letter accompanying a detail résumé, please specify how you satisfy the qualifications listed above. Any résumé without the required cover letter addressing those qualifications will not be considered. All applications should be directed by mail or fax to: Mary Jane Mulvehill, Human Resources Manager, One Federal Plaza, New York, N.Y. 10278-0001, fax (212) 264-0441, telephone (212) 264-1799.